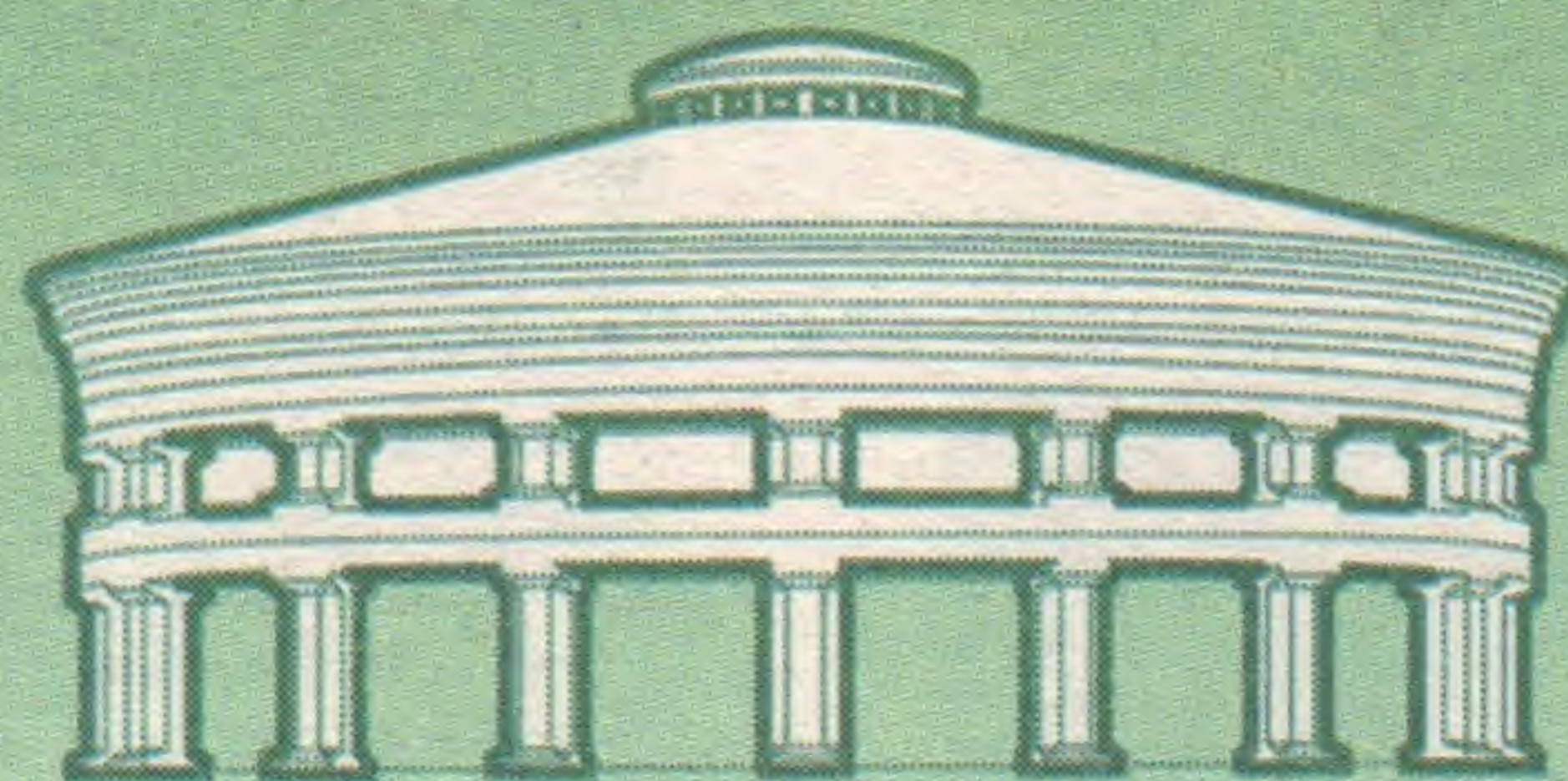


Training for Business & Industry Center and Continuing Education Skills Training



SHELTON STATE
COMMUNITY COLLEGE

S U M M E R S E M E S T E R 2 0 0 4

A Schedule of Short Term and Noncredit Classes

BUSINESS & INDUSTRY SERVICES • CUSTOMIZED TRAINING

Training for Business and Industry (TBI) offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is offered when needed, where needed, and is tailored to meet the particular company needs. TBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.



Current customized training programs include:

- Computer Applications
- Industrial Maintenance Technology
- Customer Service
- Leadership and Supervision
- Workplace Spanish
- Forklift Safety
- Truck Driver Training
- Welding

CONTINUING EDUCATION CAREER SKILLS TRAINING

MANUFACTURING TECHNOLOGY

The Industrial Maintenance Technology program is designed to provide training necessary for a maintenance technician to perform multi-skilled maintenance in manufacturing plants. Students must meet the standard College enrollment requirements to receive credit.

INDUSTRIAL PUMP MAINTENANCE

INT 293-01 Mon-Fri June 7-11 2 credit hours 8-3:30 p.m. Cost: \$435

PRINCIPLES OF INDUSTRIAL HYDRAULICS

INT 273-50 Mon/Tue/Thu June 14-July 6 2 credit hours 6-9:30 p.m. Cost: \$435

PRINCIPLES OF INDUSTRIAL MECHANICS

INT 272-01 Mon-Fri June 28-July 2 2 credit hours 8-3:30 p.m. Cost: \$435

APPLIED PRINCIPLES OF INDUSTRIAL MECHANICS

INT 291-01 Mon-Fri July 12-16 2 credit hours 8-3:30 p.m. Cost: \$435

APPLIED PRINCIPLES OF INDUSTRIAL HYDRAULICS

INT 274-50 Mon/Tue/Thu July 19-Aug 9 2 credit hours 6-9:30 p.m. Cost: \$435

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and certification for welders. Testing is conducted each Friday morning between the hours of 7:00-10:00 a.m. For more information or to set up a certification test, please contact the Training for Business & Industry Center at (205) 391-2434.

TRUCK DRIVER TRAINING

This is an eight-week, non-credit program that is offered through the Training for Business and Industry Center. Upon successful completion of the program's course and passing the DOT written examination, the student will receive his/her operator's licensure and a certificate of completion from Shelton State. Training is also available in Livingston, AL. For more information on this program or to register for the class below, contact the Training for Business and Industry Center at (205) 391-2434.

TBI 225-01 Mon-Fri June 1 - July 30 7:30 a.m. - 3:30 p.m. Cost: \$2,400

FORKLIFT OPERATOR SAFETY TRAINING

Keep your employees from injury and your business compliant with OSHA standards by training forklift operators in the safe and proper handling of lift trucks. A training seminar lasting approximately 3-4 hours consists of an up-to-date safety video complete with handbooks, a review of each section covered and a written test along with an actual hands-on demonstration at your location. All employees completing the seminar will receive a certificate and operator's license. Contact the Training for Business and Industry Center at (205) 391-2434 to schedule a training session for your company.

FOCUSED INDUSTRY TRAINING (FIT)

The FIT program has been developed in response to the need to supply an ongoing worker pool to new and expanding industry as well as to respond to the need to back fill entry-level positions that have been vacated through technical training. FIT training will be offered in 10 sites and will be available in the following counties: Tuscaloosa, Pickens, Fayette, Bibb, Hale, Green, Sumter, and Marengo.

The FIT program is designed to provide basic skills to entry-level workers at all levels. Targeted instruction includes skill training in Computer Literacy, Reading, Applied Mathematics, Applied Technology, Locating Information, Observation, and Teamwork. Workplace Essentials includes sessions on following topics: Work Ethics, Critical Thinking Skills, Diversity, Sexual Harassment, Workplace Violence, and Workplace Safety. Training also includes basic manufacturing concepts including precision measurement, principles of Quality Manufacturing, and Lean Manufacturing, with additional skill training added as identified by local business and industry as necessary for entry level jobs within their companies. The 400 hour training will be provided in some areas as an evening class and does not require a high school diploma or GED and will allow trainees maximum flexibility in attaining required competency levels. After acquisition of all required skill competencies and completion of classroom time, trainees will receive documentation from Shelton State Community College as a "Certified Alabama Worker." Completers will receive continued support through job placement and continued career progression and ongoing training opportunities.

For Information Contact:

Venessa Rice @ 205.391.2653 or Kathy Coleman @ 205.391.2989

KEYBOARDING

TBI 130-50 Mon June 7 - July 19 6-9:15 p.m. Room 2260 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Marie Ward
Class will not be held on July 5. Alphabetic keys, numbers and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5" high-density disk and a pencil.

INTRO TO COMPUTERS & WINDOWS

TBI 131-50 M/W June 2-June 23 6-9:15 p.m. Room 1353 Cost: \$125
7 sessions - 2.1 CEU Maximum 15 students Instructor: Dave Cooper

PREREQUISITE: Keyboarding. Topics included in this very basic course are the computer components and their usage; and an overview of computer software and uses. In addition, information will include the basics of Windows communication, launching an application program; exploring the windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: *Microsoft Windows XP Basics*, by Marly Bergerud and Donald Busche. Please bring one 3.5 inch high-density disk.

INTRODUCTION TO MICROSOFT WORD XP

TBI 202-50 Tue/Thu July 20 - Aug. 5 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Dave Cooper

Prerequisites: Keyboarding and Windows. Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy, search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; document views; selecting text; scroll bars; pagination; and shortcut keys. Text: *Microsoft Word 2002 - Illustrated Complete*, by Jennifer Duffy, and Carol Cram. Please bring one 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT EXCEL XP

TBI 203-50 Tue/Thu June 1-17 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor: Richard Carroll

Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a worksheet to a word document will also be included. Text: *Microsoft Excel 2002: Complete Concepts and Techniques*, by Shelly, Cashman & Quasney. Please bring a 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT ACCESS XP

TBI 204-50 Tue/Thu June 22-July 13 6-9:15 p.m. Room 1353 Cost: \$125
6 sessions - 1.8 CEU Maximum 15 students Instructor:

Create, edit, and modify tables, set field properties and manipulate records as part of this course. Learn to set queries both from the design view and query wizard and set criteria to view subsets of data. Design forms to ease data entry and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: *Mastering and Using Microsoft Access 2002 Comprehensive Course*, by Napier, Judd & McLaren. Please bring a 3.5 inch high density disk.

INTRODUCTION TO MICROSOFT POWERPOINT XP

TBI 201-50 Wed July 7 - 28 6-9:15 p.m. Room 1353 Cost: \$125
4 sessions - 1.2 CEU Maximum 15 students Instructor: John Myers

Learn to use toolbars and Office Assistant; add text to slides; select text; insert text boxes; delete slides; find and replace text; spell check and AutoCorrect; and arrange, move, duplicate, delete and rotate objects. After completing this course you will be able to create custom templates, enhance presentations, work with embedded objects, customize the PowerPoint environment and build interactive presentations. Text: *New Perspectives Microsoft PowerPoint 2002, Introductory*, by Zimmerman & Zimmerman.

BASIC ACCOUNTING I

TBI 338-50 Thurs. June 17-July 29 6-8:15 p.m. Room 2409 Cost: \$98
6 sessions - 1.2 CEU Maximum 15 students

Class will not be held on July 8. This basic course will teach setting up accounting records and books, developing an understanding of classifying transactions in a general ledger, and an introduction to financial statement preparation. Text: *Accounting Fundamentals, 6th Edition* by Curran and Flashner.

PROFESSIONAL BUSINESS COMMUNICATIONS

TBI 134-50 Tue June 1-July 6 6-8:15 p.m. Room 2409 Cost: \$98
1.2 CEU Instructor: Ginger Rue

This course will assist participants in conveying a more professional image in all areas of communication including written, verbal and nonverbal messages. There will be a review of proper grammar usage as well as an emphasis placed on developing writing skills for professional reports, memos and other documents. Participants will also learn to improve interpersonal verbal communication and how to present a more professional persona. Text: *How 10: A Handbook for Office Professionals*, by Clark and Clark.

SPANISH FOR NURSES

TBI 224-01 Tue June 8 - July 13 6-8:30 p.m. Room TBA Cost: \$125

Instructional Text and Cassettes Included

This course prepares nurses to provide basic medical care to Spanish-speaking patients. In addition to teaching Spanish pronunciation, this course will train nurses to obtain essential patient information and vital signs, and to perform routine nursing procedures using simple Spanish phrases. No prior knowledge of Spanish is required. CEU credit course

INTRODUCTION TO SIGN LANGUAGE

TBI 136-50 Mon June 7 - Aug. 2 6-8:15 p.m. Room 2409 Cost: \$89

8 sessions - 1.6 CEU Maximum 15 students Instructor: Nancy Stansell

Class will not be held on July 5. Learn American Sign Language for communication with America's hearing impaired community by use of finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime. Text: A Basic Course in American Sign Language, by T.J. O'Rourke.

BASICS IN SUMMER FLORAL DESIGN

TBI 139-50 Tue June 1 - 29 6-8:15 p.m. Room 1412 Cost: \$69

6 sessions - 1.2 CEU Maximum 20 students Instructor: Randy Howell

This course teaches the basic principles in floral design focusing on summer themes. The course will teach balance, stability, proportion, rhythm and harmony as well as the elements of line, form and texture. Information regarding containers, conditioning and handling is included. Supplies are in addition to the cost of the course and are to be purchased independently.

ADVANCED FLORAL DESIGN

TBI 135-50 Tue July 6 - Aug. 10 6-8:15 p.m. Room 1412 Cost: \$69

6 sessions - 1.2 CEU Maximum 20 students Instructor: Randy Howell

Continue in the skill development of outstanding techniques in floral design with concentration on the fundamentals, form, balance and symmetry. Supplies are in addition to the cost of the course and are to be purchased independently.

FAUX FINISH - GLAZING CLASS

TBI 137-50 Tue June 8 - 22 6-8:15 p.m. Room 1943 Cost: \$59

3 sessions - .6 CEU Maximum 20 students

Instructor: Susan Johnson

Learn to create today's hottest faux finishes. Develop skills in simple glazes, techniques, color blending, parchment, stippled suede, and leather. Classes include observation and hands-on experience, which will result in sample boards. The first night of the course a materials' and supplies' fee of \$50 will be collected.

STENCILING

TBI 138-50 Tue July 13-27 6-8:15 p.m. Room 1943 Cost: \$59

3 sessions - .6 CEU Maximum 20 students Instructor: Susan Johnson

This course is designed to teach the basics of stenciling, with techniques that can be used for walls, furniture or decorative pieces. Learn to create depth in your stenciling. Classes include observation and hands-on experience that results in sample boards. The first night of the course a materials' and supplies' fee of \$40 will be collected.

CREATIVE CAKES - DECORATING MADE EASY

TBI 140-50 Mon June 7-28 6-8:15 p.m. Room 1412 Cost: \$49

4 sessions - .8 CEU Instructor: Carol Bersch

Create beautiful, elegant and whimsical cakes for birthdays, sporting events, weddings and other occasions. Learn to make stars, roses, and more. Great cake and icing recipes will be shared. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

CREATIVE CAKES II - FLOWERS & MORE

TBI 141-50 Mon July 12 - Aug. 2 6-8:15 p.m. Room 1412 Cost: \$49

4 sessions - .8 CEU Instructor: Carol Bersch

PREREQUISITE: Creative Cakes I. Continue in the development of decorating skills and learn to make the daisy, violet, primrose and fern. A demonstration will be given of the basket weave. A supply list will be provided upon registration. Supplies are in addition to the cost of the course and are to be purchased independently.

ONE-DAY COMPUTER WORKSHOPS

MICROSOFT WORD XP: LEVEL I

TBI 202-01 Thu June 3 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

You will learn to use Office Assistant, toolbars and menus, and open and view documents. Also covered are creating, saving and printing documents; using margins and tabs; aligning text; and finding and replacing Word forms.

MICROSOFT WORD XP: LEVEL II

TBI 202-02 Thu June 10 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

After completing this course you will be able to create headers and footers; create, insert, move and draw tables, using Clipart, Bitmap, WordArt and Watermarks; and use borders and shading.

MICROSOFT EXCEL XP: LEVEL I

TBI 203-01 Thu June 24 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

Learn to use toolbars and menus; enter text, numbers, and dates; and edit data. Also covered are copying and deleting data; reversing actions, number format and formulas; moving between worksheets.

MICROSOFT EXCEL XP: LEVEL II

TBI 203-02 Thu July 1 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

Learn to create documents; unprotect cells; remove passwords, freeze rows and columns, import text files; customize and work with templates; and record, execute and edit macros.

MICROSOFT ACCESS XP: LEVEL I

TBI 204-01 Thu July 15 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

After completing this course you will be able to design tables; examine tables, queries, forms and reports, using Office Assistant; and add, delete, edit and sort records.

MICROSOFT ACCESS XP: LEVEL II

TBI 204-02 Thu July 22 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

Learn to use tables and fields; create sub-forms, using calculated controls, report wizards and queries; perform calculations; create and customize charts; and add pictures to records.

MICROSOFT POWERPOINT XP: LEVEL I

TBI 201-01 Thu July 29 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

You will learn to use toolbars and Office Assistant; add text to slides; select text; insert text boxes; delete slides; find and replace text; spell check and AutoCorrect; and arrange, move, duplicate, delete and rotate objects.

MICROSOFT POWERPOINT XP: LEVEL II

TBI 201-02 Thu August 5 9-4:00 p.m. Room 1353 .6 CEU Cost: \$75

After completing this course you will be able to create custom templates, enhance presentations, work with embedded objects, customize the PowerPoint environment and build interactive presentations.

TRANSITIONING TO WINDOWS XP

TBI 132-50 Mon July 12 6-9:15 p.m. Room 1353 .3 CEU Cost: \$29

This one session course will provide information regarding the differences in operating Windows XP and other Windows operating systems. Please bring one 3.5 inch high-density disk.

INTEGRATING MICROSOFT OFFICE

TBI 133-50 Mon. July 26 6-9:15 p.m. Room 1353 .3 CEU Cost: \$29

This course will provide valuable instruction on the integration of the MS Office software that involves transporting data from one software to another for reports, presentations, etc.

PROFESSIONAL DEVELOPMENT

REAL ESTATE

Fifteen hours of continuing education are required every two years for all licensed realtors to maintain licensing. The following courses provide the required course curriculum and are approved by the Alabama Board of Realtors.

LICENSE LAW / TRUST FUNDS

TBI 124-50 Tue June 8 6-9:15 p.m. Room 2414 Cost: \$403

contact hours - .3 CEU Instructor: Marcia Norris

RECAD

TBI 125-50 Thu June 17 6-9:15 p.m. Room 2414 Cost: \$403

contact hours - .3 CEU Instructor: Skip Brooks

FAIR HOUSING / EQUAL OPPORTUNITY / ADA

TBI 126-50 Tue June 22 6-9:15 p.m. Room 2414 Cost: \$403

contact hours - .3 CEU Instructor: Marcia Norris

RISK MANAGEMENT FOR PROPERTY OWNERS & MANAGERS

TBI 127-50 Thu July 15 6-9:15 p.m. Room 2414 Cost: \$403

contact hours - .3 CEU Instructor: Marcia Norris

This course qualifies for the required Risk Management course.

REAL ESTATE CONTRACTS

TBI 128-50 Mon July 26 6-9:15 p.m. Room 2414 Cost: \$40

3 contact hours - .3 CEU Instructor: Skip Brooks

FORESTRY

Licensed Foresters must have ten hours of continuing education every year to maintain professional licensing. Shelton State Community College, in conjunction with Mississippi State University, will be providing courses to meet the required continuing education hours. Course information is to be announced.

ON-LINE INSTRUCTION



Update skills, discover a new talent, or chart a career path at your own pace and at your convenience with ONLINE COURSES.

Most of the courses run for 6 weeks and consist of 12 lessons at a cost ranging from \$80 to \$135 with the exception of the Paralegal courses. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas and are available via the World Wide Web. Read your lessons and ask questions of your instructor at the times most convenient to you. Broad topics for course listings include:

- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- A+ Certification Preparation
- Palm Pilot & Pocket PC
- Digital Photography and Digital Video
- Languages
- Writing Courses
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses
- Accounting
- Business Administration and Management
- Test Prep
- Personal and Career Development
- Personal Finance and Wealth Building

- Health Care, Nutrition and Fitness
 - Family and Personal Enrichment
 - Child Care and Parenting
 - Law and Legal Careers
 - Continuing Education for Health Care Professionals
 - Courses for Teaching Professionals
- For a complete listing of courses available under these topics please refer to the website.

All you need to get started is Internet access, an e-mail address, and a Web browser. Additional requirements, if any, will be listed with the course description. Registration and Orientation are completed on-line with payment handled directly through Shelton State Community College. For more information, go to <http://www.ed2go.com/shelton> or call (205)391-2386.



Improving the Quality of Our Workforce

Shelton State is a certified ACT WorkKeys Service Center. For more information regarding Job Profiling, Assessments, and Targeted Instruction, contact the Training for Business & Industry Center at (205) 391-2434.

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers and teachers, we can deliver customized Spanish training that is job specific. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games and other group activities. No prior knowledge of Spanish is required. CEU credit course. For details on how to design and schedule Spanish training for your workplace, contact the Training for Business & Industry Center at (205) 391-2434.

Complete and Mail to:
Shelton State Community
College
Business Office, Box 252
9500 Old Greensboro Road
Tuscaloosa, AL 35405
...or fax to 391-2453

TBI Training for
 Business and
 Industry Center

CONTINUING EDUCATION

Shelton State Community College Registration Form

Name (please print) _____
 Male/Female _____ Race _____ Birth Date ____ / ____ / ____
 Address _____
 City _____ State _____ Zip _____ County _____
 E-mail Address _____
 Phone (Home) _____
 Phone (Work) _____
 Social Security # _____
 Employer: _____

COURSE/S #	COURSE TITLE	FEE
1. _____		
2. _____		
3. _____		
4. _____		

PARKING FEE: \$5.00 (unless one day seminar)

TOTAL: _____

Method of Payment: ☐ Money Order ☐ Check ☐ MasterCard ☐ VISA ☐ P.O.

Check and/or money order should be made payable to SSCC.

Card Number _____ Expiration Date ____ / ____

LEADERSHIP & ORGANIZATIONAL DEVELOPMENT



achieveglobal™

Frontline Leadership Series

- Your Role and the Basic Principles
- Giving Constructive Feedback
- Getting Good Information From Others
- Getting Your Ideas Across
- Dealing With Emotional Behavior
- Recognizing Positive Results

The Achieve Global partnership with Shelton State's Training for Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate Training instructors are certified to provide Achieve Global training in the following programs:

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Business & Industry Center at (205) 391-2434.

REQUIREMENTS FOR REGISTRATION

High school graduation or the equivalent is not required for participation in Continuing Education courses. Credit courses listed in this schedule are subject to the standard College enrollment requirements.

REGISTRATION OPTIONS

1) By Fax:

Fax a completed registration form with a VISA or MasterCard, or purchase order number with billing information to (205) 391-2453.

2) By Phone:

Call (205) 391-2386

3) By Mail:

Send the completed registration form with a check or money order to Shelton State Community College, Business Office Box 252, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

4) In Person:

Bring the completed registration form to the office of Training for Business and Industry & Continuing Education, Suite 1363. Office hours are Monday – Friday, 8 a.m. – 5 p.m. Payment should be made through the Cashier's Office.

Call 391-2386 to register. You may also receive information by visiting the Shelton State Community College web site <http://www.sheltonstate.edu>. Go to TBI / CEU Schedule from the main menu.

CONFIRMATION

A written confirmation will be mailed prior to the first class meeting unless time does not allow before the first class session. Information will include the date, time and location of the course, a map and a parking form for vehicle registration (if this applies).

CANCELLATIONS AND REFUNDS

Class participants have three working days following the first class meeting to request a refund. A refund minus a 5% administrative processing fee will be mailed. Please include your name, social security number, course name and number on your written request. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

PARKING

A parking permit is now required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the \$5 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Disability parking validation is required. Please take handicap verification and parking form to the Campus Security to receive a tag for handicap parking.

DATES OF SCHOOL CLOSING

Shelton State Community College will not be open for classes on Monday, July 5 in celebration of Independence Day. Classes will be held on week-days beginning June 1 through August 11, 2004 unless otherwise stated.

CONTINUING EDUCATION UNITS

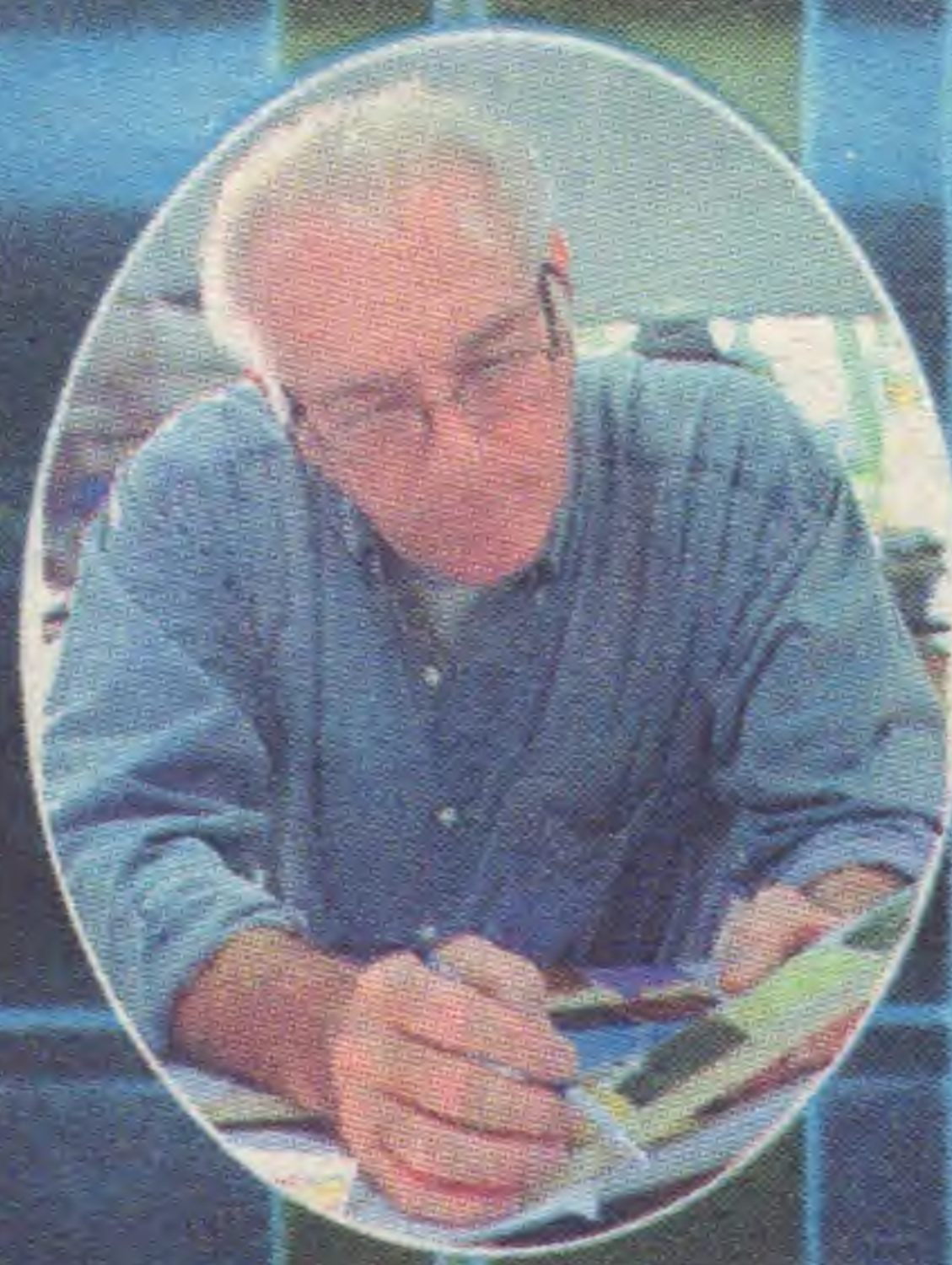
Continuing Education Units (CEUs) are a nationally recognized method for noting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each ten contact hours of class participation. To qualify for the CEU, an individual must attend at least ninety percent of the course and display an understanding of the course content.

**It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under program activity or employment.*

**Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.*



Continuing Education and Personal Interest Including Special Programs for Youth & Seniors



COMMUNICATION

Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

NON PROFIT ORG
US POSTAGE PD
PERMIT 293
TUSCALOOSA, AL



SHELTON STATE
COMMUNITY COLLEGE

SUMMER SEMESTER 2004

A Schedule of Short Term and Noncredit Classes

CONTINUING EDUCATION

PERSONAL INTEREST

CEU 100-50 SOCCER COACHES TRAINING

Martin Campus 1256 4 sessions
Registration is required by May 25, 2004. Cost: \$45
Instructor: Nellie Christian Tue June 1-22 6-7:30 p.m.

Designed for the soccer coaches who are teaching younger players ages 4-10, this course will provide valuable instruction about the game. Topics include the rules of the game; ideas for drills that teach the fundamental and basic skills for soccer; a brief overview of safety and first-aid; and a variety of other topics that are pertinent to the game of soccer at the beginning level.

CEU 317-50 INTRO TO COMPUTERS & INTERNET

Martin Campus 2260 3 sessions
Registration is required by July 19, 2004. Cost: \$65
Instructor: Tracy Woolbright Mon July 26 - Aug. 9 6-9:15 p.m.

This course is for the very beginner to offer an introduction to the world of computers including basic information on the use of the Internet and e-mail. As time allows other basic computer uses will be discussed with topics based on the interest of the participants.

CEU 205-50 BEGINNING WOODWORKING

Martin Campus 1106 6 sessions Max 15 students
Registration is required by June 7, 2004. Cost: \$79
Instructor: Jerry Browning Mon June 14 - July 26 6:30-8:30 p.m.

Class will not be held on July 5. This course is designed to teach basic woodworking techniques. Topics included in the course are safety, the use of woodworking tools, wood selection, project design and joinery. A toolbox will be constructed during the course. A list of supplies will be provided and the instructor will collect a fee of approximately \$30 the first night of class to cover the cost of materials.

CEU 342-50 CREATIVE WRITING

Martin Campus 1256 5 sessions
Registration is required by July 1, 2004. Cost: \$ 79
Instructor: Ginger Rue Thu July 8 - Aug. 5 6-8:15 p.m.

This course provides students interested in creative writing an opportunity to improve their fiction and poetry and explore how the publishing industry works. Participants will learn how to develop their individual styles while learning the basic principles of good writing. Writings will be shared and individuals will respond to the writings of others in a supportive environment.

TBI 139-50 BASICS FOR INTERIOR DECORATING

Martin Campus 2410 1.6 CEU - 8 sessions
Registration is required by May 25, 2004. Cost: \$89
Instructor: Ann Crawford Tue June 1 - July 27 6-8:15 p.m.

Class will not be held on July 6. Organized to provide a general overview of design and guidance in the decoration of the home, this course gives special attention to space planning, style, color and design. Flooring, wall coverings, window treatments, lighting techniques, textiles and accenting will also be covered.

CEU 127-50 BEGINNING CALLIGRAPHY

Martin Campus 2410 6 sessions
Registration is required by June 10, 2004. Cost: \$69
Instructor: Stephanie Fitts Thu June 17 - July 29 6-8:15 p.m.

Class will not be held on July 8. This is a beginning level course providing instruction for the mastery of spacing, form and style using the italic or humanistic hand style of lettering. No previous experience is required. Each class will involve practice of the strokes taught. Supplies include standard ruled writing paper and a felt-tip calligraphy pen.

CEU 238-50 FACULTY/STAFF SUPER CIRCUIT

Martin Campus 1261 20 sessions Max 30 students
Registration is required by May 25, 2004. Cost: \$35
Instructor: Kenneth Lee T/R June 1-Aug. 5 4:30-6:30 p.m.

This course is designed for the faculty and staff at Shelton State to encourage physical health, body toning, aerobic conditioning, muscle tone development, weight maintenance and osteoporosis prevention. Upon request the instructor will assist the participant in designing an exercise program to meet individual physical needs. (Retired employees may participate for a fee of \$20.)

CEU 339-50 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 8 sessions
Registration is required by May 26, 2004. Cost: \$75
Instructor: Bruce Bizzoco Wed June 2 - July 28 6:30-8:30 p.m.

Class will not be held on July 7. This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, count-parry-reposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

CEU 170-50 BEGINNING SOCIAL DANCE

Martin Campus 1901 6 sessions
Registration is required by June 16, 2004. Cost: \$49
Instructor: Chris Zeiler Wed June 23 - Aug. 4 7-8 p.m.
Class will not be held on July 7. Basic dances will be taught during this course such as the Fox

Trot, Waltz and Cha-Cha along with variations of the steps. A variety of musical selections ranging from classical to rock will be used to accompany the learning process. Please bring clean-soled shoes other than street shoes.

CEU 320-50 ENGLISH AS A SECOND LANGUAGE

Martin Campus 2410 14 sessions Cost: \$149
Registration is required by June 1, 2004. 9-11 a.m.
Instructor: Tammy Elebash M/W June 7 - July 28

Class will not be held on July 5 and 7. Designed for those whose native language is not English, this course will assist in developing a greater confidence in communication. Assistance will be given in understanding some of the local expressions and slang that can be so confusing as well as southern culture. Emphasis will be placed on correct pronunciation and grammar. This relaxed learning environment will explore basic expressions, expand vocabulary and review simple verb conjugations and grammar rules.

YOUTH PROGRAMS



CEU 339-51 INTRODUCTION TO FOIL FENCING

Martin Campus Gymnasium 8 sessions Ages 16 & under
Registration is required by May 26, 2004. Cost: \$49
Instructor: Bruce Bizzoco Wed June 2 - July 28 6:30-8:30 p.m.

Class will not be held on July 7. This introductory course in modern foil fencing basic instruction includes: en garde, simple and compound attack. Activities include foot-work such as advancing, retreating and lunging; offensive blade work such as taking of the blade, attacking the blade and feints of attack; and defensive blade work such as parry-riposte, counter-parry-riposte and the line. Students should arrive in class wearing appropriate exercise clothing including long track pants and white-soled shoes.

KIDS' KOLLEGE - AN ACADEMIC PROGRAM

Martin Campus 12 sessions
Registration is required by June 3, 2004.
Cost: \$155 per child per course Monday - Friday June 10 - 25
Quality academic experiences for students beginning with those who have completed kindergarten are available through this program. Enrollment is limited to twelve students per class. Each session will last for 1 1/2 hours each day and provides stimulating interaction for exciting learning results. Pre-registration is required. A minimum enrollment of five students is necessary for each class to be held. Students are placed in the classes on the basis of grade completed. Parents are asked to provide SAT scores or other testing results that will help instructors identify the skills that need reinforcement. A partial payment of \$80 per child per course must be submitted with registration information, with the remaining balance due by June 7, 2004. For more information, contact Continuing Education at (205) 391-2386. Deadline for registration is June 3, 2004.

12:30-2 p.m.	2:10-3:40 p.m.	3:50-5:20p.m.
Math 1-2	K Reading/Math	Art K-3
Reading 3-4	Reading 1-2	Study Skills 3-4
Language 4-6	Math 3-4	Reading 5-6
Study Skills 5-6	Writing 3-4	Writing 5-6
Algebra I Prep	Art 4-6	Math 7-8
Study Skills 7-9	Math 5-6	Geometry
Discovering Alabama	Reading 7-8	
	Algebra II Prep	
	Language Art 7-9	

DISCOVERING ALABAMA Discovering Alabama provides a fun filled experience exploring the state from the Little River Canyon to the Gulf Coast. Students will learn things about Alabama that are not commonly known.

READING focuses on grade appropriate reading skills, vocabulary, comprehension and development of interest in literature.

MATH focuses on reinforcing grade appropriate math skills while challenging students at their level.

STUDY SKILLS works to develop organizational skills, strengthen study habits, listening skills, following directions, outlining, researching using reference materials, test taking skills, etc.

LANGUAGE ARTS focuses on grade appropriate grammar skills, punctuation and sentence structure in addition to basic writing skills. Exercises in handwriting will also be included.

WRITING focuses on descriptive, expository, narrative writing modes and begins preparing students for the Alabama Writing Assessment.

ART provides fun and creative projects to teach age appropriate basic principles of art and art history.

ALGEBRA I PREP Students preparing to take Algebra I will benefit from this course as it reviews the skills necessary for success in Algebra. This course will also help students prepare for the graduation exam.

ALGEBRA II PREP Student taking Algebra II will benefit from this course as it reviews the skills and concepts taught in Algebra I. It will also help in preparation for the graduation exam.

GEOMETRY Students preparing to take Geometry will benefit from this course as it reviews the skills necessary to be prepared for this course.

PRE-COLLEGE BALLET PROGRAM

The Pre-College Ballet Program places children in classes on the basis of their level of experience and ability. Although age is a consideration, ages are given only to provide a rough guide as to placement. The program maintains affiliation with the American Academy of Ballet. Each class level has a specific uniform. The instructor, following class placement, will provide uniform information. The summer program is slightly different from the fall and spring, so please notice the times and group combinations carefully. Classes will be held in June and July and all participants are encouraged to register for both sessions with one payment.



CEU 187-50 PRE-COLLEGE PRE-BALLET

Martin Campus 1901 Ages 4-5 (no previous experience)

Registration is required by May 28, 2004.

Instructor: Angela Fannin Cost: \$50 (\$25 monthly)

Session I Mon June 7 - 28 4-4:45 p.m.

Session II Mon July 12 - 26 4-4:45 p.m.

The basic concepts of Classical Ballet will be taught through the use of imaginative exercises. These concepts promote the development of good posture, well stretched feet and legs, well shaped arm positions, awareness of rhythm and musicality, control in traveling movements as well as steps and movement patterns. All students will wear a uniform that is representative of their level.

CEU 188-50 PRE-COLLEGE BALLET I

Martin Campus 1901 Ages 5-7 (no previous experience)

Registration is required by June 2, 2004.

Instructor: Angela Fannin Cost: \$60 (\$30 monthly)

Session I Wed June 9 - 30 3:30 - 4:30 p.m.

Session II Wed July 7 - 28 3:30 - 4:30 p.m.

The basic concepts of Classical Ballet including good posture; secure, accurate placing of the limbs; neat footwork as well as musical awareness; use of space and sense of performance will be taught. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All children will wear a uniform that is representative of their level.

CEU 189-50 PRE-COLLEGE BALLET II

Martin Campus 1901 Ages 6-8 (at least 1 year experience)

Registration is required by May 25, 2004.

Instructor: Angela Fannin Cost: \$84 (\$42 monthly)

Session I Tue/Thu June 1 - 29 4-5 p.m.

Session II Tue/Thu July 1 - 29 4-5 p.m.

This course will continue the basic concepts of Classical Ballet of good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance. These areas are covered with developmentally appropriate material that is challenging and enjoyable for the child. All students will wear a uniform that is representative of their level.

CEU 191-50 PRE-COLLEGE CLASSICAL INTERMEDIATE

Martin Campus 1901 Ages 9-12 (3-5 years of experience)

Registration is required by May 26, 2004. Cost: \$84 (\$42 monthly)

Instructor: Angela Fannin (Ballet IV and V)

Session I M/W June 2 - 30 M/5-6 p.m. W/4:30-5:30 p.m.

Session II M/W July 7 - 28 M/5-6 p.m. W/4:30-5:30 p.m.

The basic concepts of Classical Ballet including good posture, secure and accurate placing of the limbs, neat footwork as well as musical awareness, use of space and sense of performance should be clearly demonstrated. The more complex vocabulary at this level makes increased demands on strength and stamina. All children will have a uniform that is representative of their performance level.

CEU 194-50 PRE-COLLEGE CLASSICAL ADVANCED

Martin Campus 1901 Ages 10 - 12 (4-6 years experience)

Registration is required by May 25, 2004. Cost: \$120 (\$60 monthly)

Instructor: Angela Fannin (Ballet VI and Junior)

Session I T/R June 1 - 29 5-6:30 p.m.

Session II T/R July 1 - 29 5-6:30 p.m.

This is a combined class with the level to be assigned by the instructor. Students will continue to develop skills, consolidate technical skills and increase the range of movements. All children will have a uniform that is representative of their performance level.

THEATRE WORKSHOPS for YOUTH

CEU 231-01 OVATION MUSICAL THEATRE WORKSHOP I

Martin Campus 1927 10 sessions Ages 10 and up

Registration is required by May 25, 2004. Cost: \$300 plus \$20 registration fee

Instructor: Michael Carr M-F June 1 - 11 8:30 a.m. - 12:30 p.m.

The first week will meet Tuesday through Saturday due to the Memorial Day holiday.

Course description follows.

CEU 231-50 OVATION MUSICAL THEATRE WORKSHOP II

Martin Campus 1927 10 sessions Ages 10 and up

Registration is required by June 14, 2004. Cost: \$300 plus \$20 registration fee

Instructor: Michael Carr M-F June 21 - July 2 1:30 - 5:30 p.m.

Designed by the staff of Theatre Tuscaloosa as a high intensity crash course about the real world of musical theatre, Ovation teaches young actors the techniques and skills required to succeed. Students will study and dissect the great moments and scenes from musical theatre history, receive instruction in both dance and vocal styles and perform the routines and numbers that have made performers such as Julie Andrews and Bernadette Peters household names. Suitable for students of all experience levels, Ovation is required material for any young performer who is serious about landing the big role.

CEU 314-50 APPLAUSE WORKSHOP I

Martin Campus 1927 10 sessions Ages 10 and up

Registration is required by May 25, 2004. Cost: \$200 plus \$20 registration fee

Instructor: Michael Carr M-F June 1 - July 11 1:30 - 5:30 p.m.

The first week will meet from Tuesday through Saturday due to the Memorial Day holiday.

Course description follows.

CEU 314-51 APPLAUSE WORKSHOP II

Martin Campus 1927 10 sessions Ages 10 and up

Registration is required by June 14, 2004. Cost: \$200 plus \$20 registration fee.

Instructor: Michael Carr M-F June 21 - July 2 8:30 - 12:30 a.m.

Suitable for both beginning and experienced actors, Applause is an intensive two-week workshop of exciting discovery in the art of theatre. Aimed specifically at young actors, Applause will include improvisation techniques, monologue, scene study and instruction in the Stanislavski acting method. Applause will culminate in a public performance of short plays designed to demonstrate the skills taught during the workshop. Applause is a MUST for all young actors.

SPORTS CAMPS for YOUTH

CEU 244-01 SOCCER CAMP FOR GIRLS & BOYS

Martin Campus Soccer Field 5 sessions Ages 6-12
Registration is required by June 1 Cost: \$125
Instructor: Nellie Christian - Shelton State Head Soccer Coach
Monday - Friday June 7 - 11 8 a.m. - 2 p.m.

The focus of this camp is the development of fundamental soccer skills, concentrating on a different topic each day. The morning session will be built around the technical aspect of the game with the afternoon session centered on incorporating the technical skills into the tactical side of soccer. Players of all levels are welcome, and children will be placed in groups of approximately ten students. Children are to bring their own lunch, drink and snacks. Each camper will receive a camp t-shirt, water bottle and ball.

CEU 243-50 CHEERLEADER CAMP FOR GIRLS

Martin Campus Gymnasium 5 sessions Ages 6-12
Registration is required by June 7, 2004. Cost: \$125
Instructor: Kristina Lee - Shelton State Cheer
Monday - Friday June 14 - 18 8 a.m. - 2 p.m.

This camp will focus on beginning cheerleading skills. Cheers, sideline chants, jumps and dance routines will be taught. Girls will be placed in groups of approximately ten students. Children should bring their own lunch, drink and snacks. Each camper will receive a camp t-shirt.

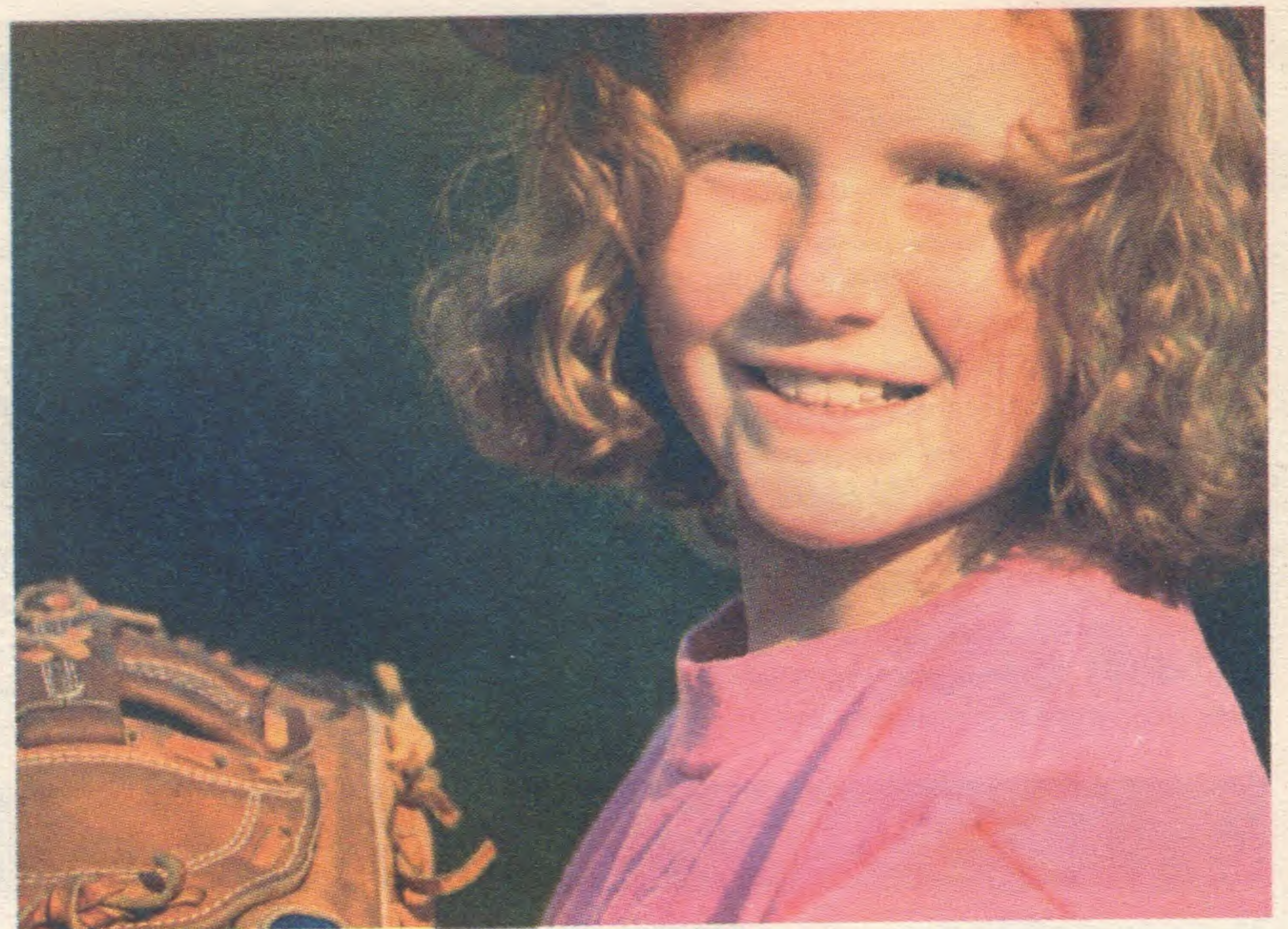
CEU 246-50 BOYS' BASKETBALL CAMP

Martin Campus Gymnasium 5 sessions Ages 6-12
Registration is required by July 6, 2004. Cost: \$125
Instructor: Barry Mohun & Tim Law - Shelton State Men's Basketball
Monday - Friday July 12 - 16 8 a.m. - 2 p.m.

Developing fundamental basketball skills will be the focus of this camp with an emphasis placed on ball handling. Proper conditioning and nutrition will also be stressed. Players at all levels are invited and will be grouped according to skills. Children should bring their own lunch, drinks and snacks. Each camper will receive a camp t-shirt, water bottle and ball.

CEU 241-50 GIRLS' BASKETBALL CAMP

Martin Campus Gymnasium 5 sessions Ages 6-12
Registration is required by July 12, 2004. Cost: \$125
Instructor: Madonna Thompson - Shelton State Women's Basketball Coach
Monday - Friday July 19 - 23 8 a.m. - 2 p.m.



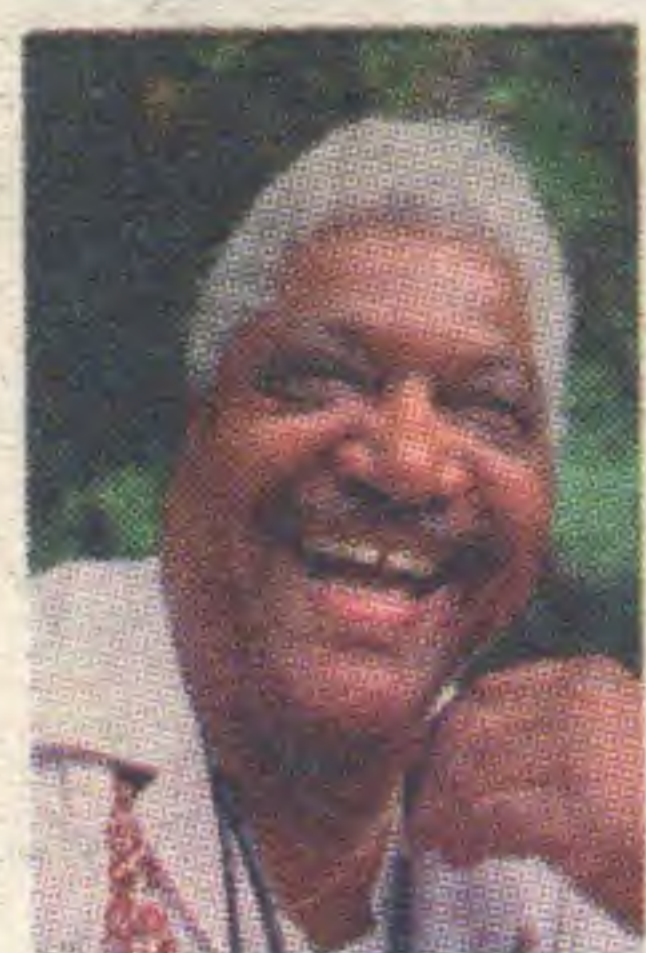
This camp will focus on the development of fundamental basketball skills with an emphasis on ball handling, shooting and defense. Proper conditioning and nutrition will be stressed. Players at all levels are invited and will be grouped according to skills. Children should bring their own lunch, drinks and snacks. Each camper will receive a camp t-shirt, water bottle and ball.

CEU 245-50 GIRLS' SOFTBALL CAMP

Martin Campus Softball Field 5 sessions Ages 6-12
Registration is required by July 19, 2004. Cost: \$125
Instructor: Melissa Daniels - Shelton State Softball Coach
Monday - Friday July 26 - 30 8 a.m. - 2 p.m.

The fundamental skills of softball, both field and batting, will be taught in this camp for girls. Players of all levels are welcome. Children will be instructed in groups of approximately ten students. Children are to bring their own lunch, drinks and snacks. Each camper will receive a camp t-shirt and water bottle.

SENIOR ADULT PROGRAMS



ATTENTION SENIOR LEARNERS:

For your convenience, Shelton State Community College is offering two options of classes for the summer semester especially designed for senior adult learners. All of these courses are coordinated through Continuing Education.

OPTION ONE: SENIOR SCHOLARSHIP PROGRAM

The State of Alabama provides a scholarship program for senior adults allowing an individual to register for any of the credit courses offered through the college. The following guidelines must be followed: (1) An individual must be 60 years of age or older at the time of enrollment. (2) Each course may be taken only one time. (3) A person will be placed in a course after fifteen traditional students have been enrolled. (4) To qualify, individuals must provide proof of high school graduation or the equivalent. The cost of each course is sixteen dollars per semester hour with registration handled through Continuing Education. For more information or for clarification, please call Continuing Education (205) 391-2386.

OPTION TWO: FROM THE WELLNESS CENTER

Five exercise classes are provided at a minimal cost to senior students fifty-five years of age and older.

CEU 108-01 SLIMNASTICS FOR SENIORS

Martin Campus 1262 20 sessions Max 40 students
Please register by May 26, 2004. Cost: \$20
Instructor: Dolores Royal M/W June 2 - Aug. 4 8:15 - 9:05 a.m.
Class will not be held on July 5.
Course description follows.

CEU 108-02 SLIMNASTICS II FOR SENIORS

Martin Campus 1262 20 sessions Max 40 students
Please register by May 25, 2004. Cost: \$20
Instructor: Dolores Royal T/R June 1 - Aug. 3 9-9:50 a.m.
Class will not be held on July 5. These low impact aerobics classes offer supervised weight lifting, floor exercises, and aerobic workout designed for cardiovascular health and physical fitness.

CEU 220-01 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 20 sessions Max 30 students
Please register by May 26, 2004. Cost: \$20
Instructor: Dolores Royal M/W June 2 - Aug. 4 11:30 a.m. - 12:20 p.m.
Class will not be held on July 5.
Course description follows.

CEU 220-50 WEIGHT TRAINING FOR SENIORS

Martin Campus 1263 20 sessions Max. 30 students
Please register by May 26, 2004. Cost: \$20
Instructor: Dolores Royal M/W June 2 - Aug. 4 2:15 - 3:05 p.m.
Class will not be held on July 5. Designed especially for seniors, these courses will improve overall muscular and cardiovascular strength and endurance and also help prevent osteoporosis.

CEU 238-01 SUPER CIRCUIT FOR SENIORS

Martin Campus 1261 20 sessions Max 25 students
Please register by May 25, 2004. Cost: \$20
Instructor: Robert Wilson T/R June 1 - Aug. 3 8-8:50 a.m.
Class will not be held on July 5. This is a body toning and aerobic conditioning class using Nautilus equipment designed for overall conditioning and muscle development as well as weight maintenance and osteoporosis prevention.

To register, fill out the registration form on page 4.

